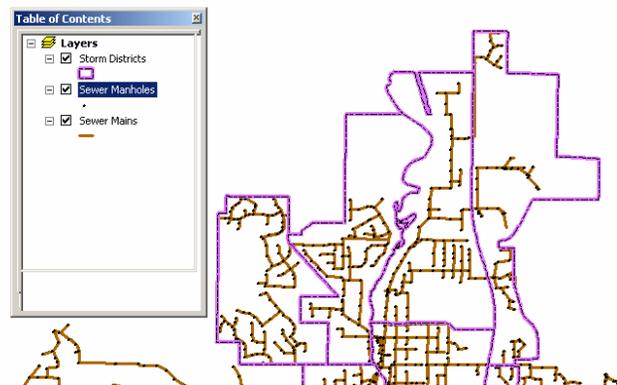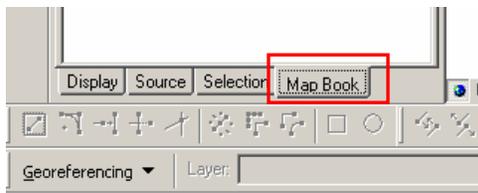**REGIS QuickReference**

How to Use the Map Book Tool

This REGIS QuickSheet presents a step-by-step process of how to use the Map Book tool in REGIS ArcMap.
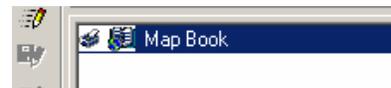
Step-by-Step Process

Log into the REGIS ArcGIS 9x3 application of your choice (ArcView 9x3, ArcEditor 9x3, ArcInfo 9x3) as you normally would. To use the Map Book tool you first need an index grid to base your map pages on. The grids you use don't have to be of any particular size and shape, nor do they need to be interconnected, but the grid shapes must be polygons. Once you have obtained the grid file follow the steps below to create your Map Book. *(Note if you are not sure how the index grid should be setup please call the REGIS Help Desk)*

• Index Grid Setup

1. Add all features you would like to map to ArcMap along with your index grid.

2. Click on the Map Book tab at the bottom of the TOC (table of contents) in ArcMap
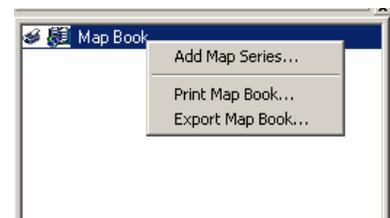
3. Right click on Map Book at the top of the TOC

4. Click **Add Map Series**

5. You will see the **Map Sheet Wizard** window appear (see graphic on next page). Fill the Map Sheet Wizard in as follows.
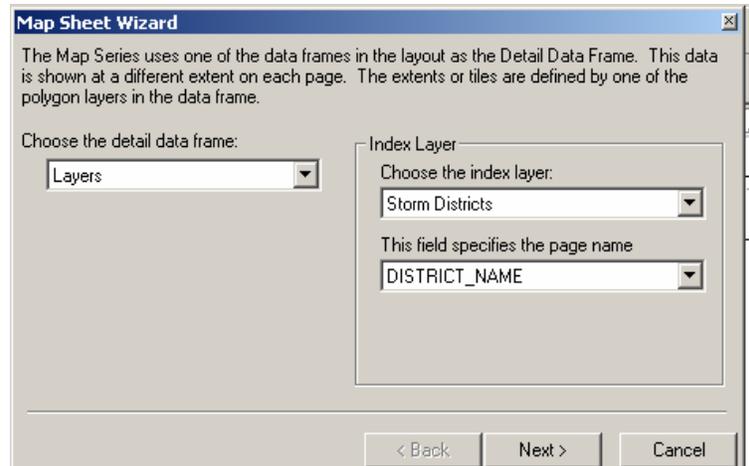
Choose the detail frame: Accept default

Index layer: Pick your index grid layer

This field specifies the page name: Pick the unique field that describes each of your grids (Note: this field must be unique)
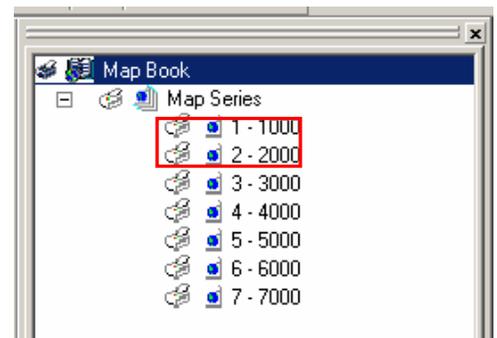
6. When finished with the Map Sheet Wizard click Next and except the defaults on the windows that follow and click Finish on the final window.

7. Once the Map Sheet Wizard window closes you will see your Map Series appear in the Map Book TOC. *(Note: If any error messages appear please call the REGIS Help Desk)*

• How to View, Print and Export Pages

• To print or export an entire map series right click on Map Series and click on **Print Series…** or **Export Series…** (export options include: PDF, BMP, TIFF or JPEG)

• To view a single page right click on the map page under Map Series and click view page. *(example in graphic to the right: page 1-1000)* The layout view will automatically zoom to that particular page you selected.
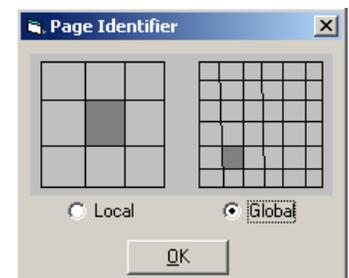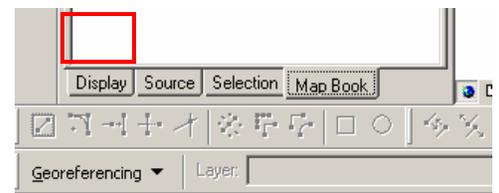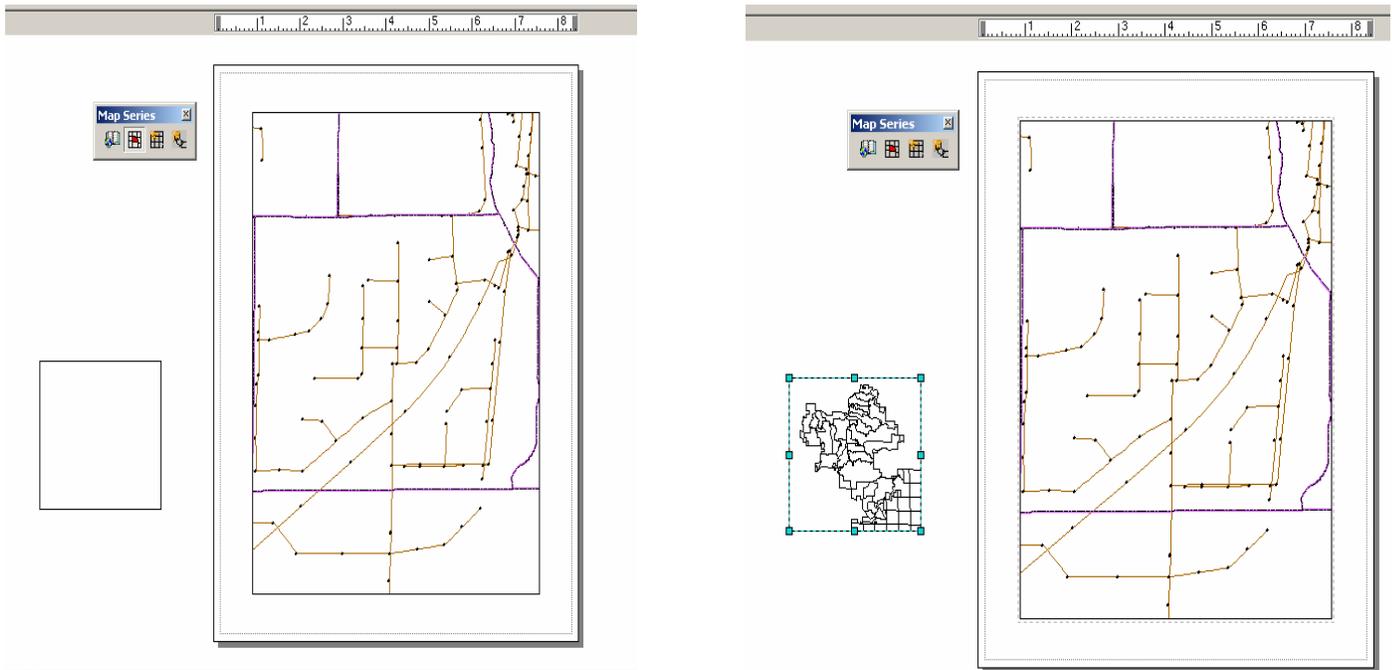
• To pint or export a map page click on the map page under Map Series *(example in graphic above: page 1-1000)* and click **Print Page…** or **Export Page…**

• How to Add an Identifier Frame and Index Layer Field

-How to Add the Identifier Frame

1. If you do not see the Map Series toolbar right click in the grey area and check Map Series.

2. Click the display tab at the bottom of the TOC to switch back to the display view and be sure you are in layout view

3. Click on the Add Identifier Frame button

4. Under Page Identifier pick Global and click OK

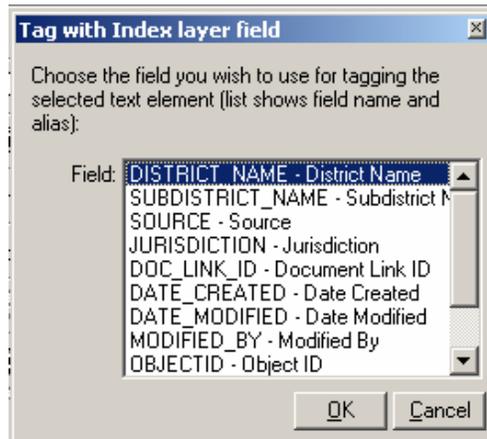5. Click and drag to add the new Identifier Frame(see graphic on next page)
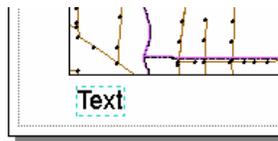
-How to Add the Index Layer Field

1. To add an index layer field make sure you are in the Map Book view in the TOC by clicking on the Map Book tab and be sure you are in layout view.
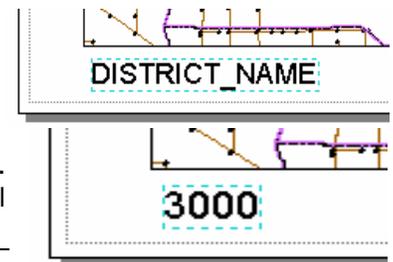
2. Add text to your layout view

3. Select the text you added and right click on **Map Series** and click on **Tag with Index Layer Field**
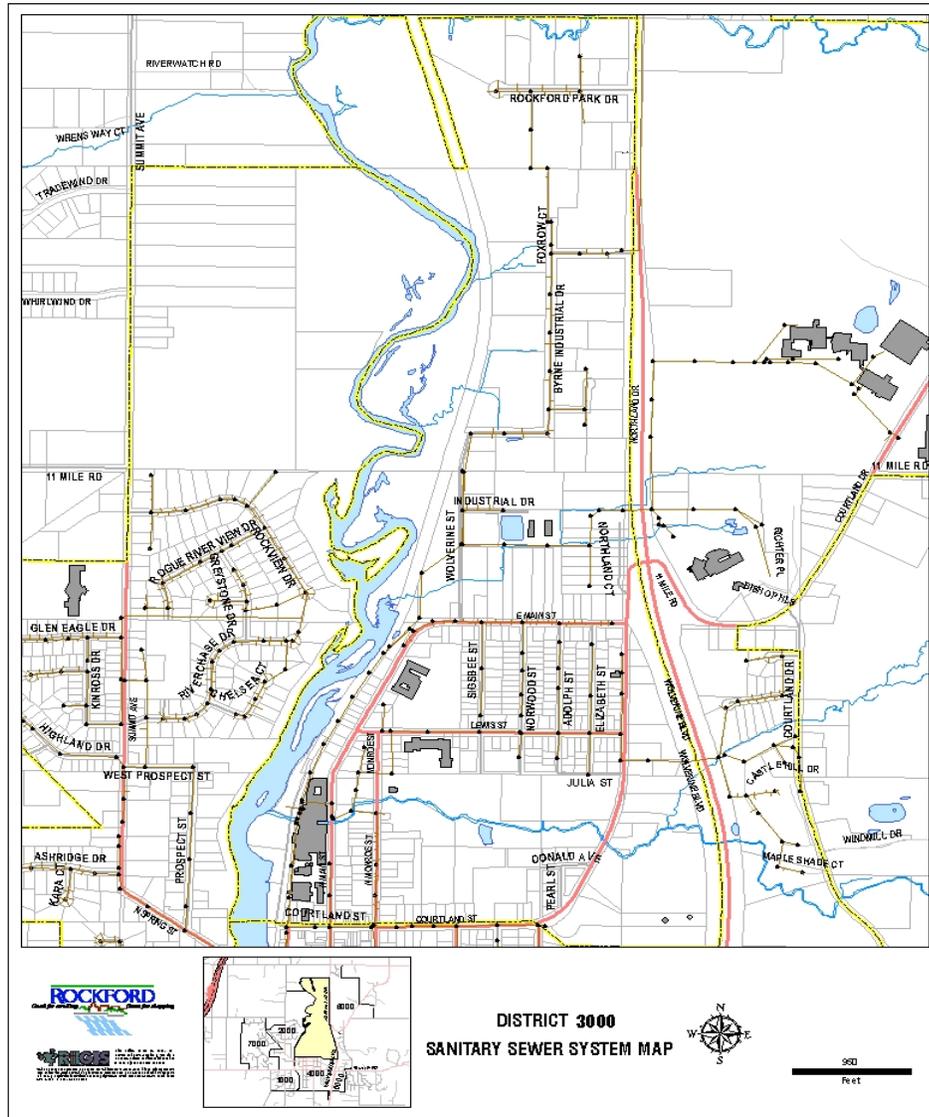

4. In the **Tag with Index layer field** window pick the field you would like to label on your map pages

5. Click **OK**

6. The text you added with change to the name of the field you indexed. Right click on one of the map pages and click View Page. You will see the text update with the unique identifier. This will update each time to the view changes a page

The Finished Product

Help and Additional Information

For assistance or additional information on logging into the REGIS ArcGIS 9.3 environment, please call the REGIS Help Desk at (616) 776-7744, send an e-mail to *regis@gvmc.org*, or consult the REGIS Support Center at *http://www.gvmc-regis.org/regis_users.html*. For information on GIS training offered at REGIS contact Michele Wittkowski at (616) 776-7751 or visit the REGIS training website at http://www.gvmc-regis.org/training.html